



MISSISSIPPI STATE DEPARTMENT OF HEALTH

The Office of Communicable Diseases at the Mississippi State Department of Health is accepting applications for a **Staff Officer III**. This position will be responsible for the oversight for all fiscal activities within the Office of Communicable Diseases. A few of the responsibilities of position may include:

- Development and auditing of monthly financial statements and accounting reports
- Ensuring departmental compliance with all agency, state, and federal financial policies and procedures
- Preparation of year end GAAP package
- Compilation of audit requests both internal and external
- Personnel Management
- Special projects as assigned

Preference will be given to applicants with an accounting degree and experience. Please follow this [link](#) to view the job requirements on the Mississippi State Personnel Board website. To apply please send your resume to recruitment@msdh.ms.gov with **OCD SO III** in the subject line

MSDH is an Equal Opportunity Employer.